Authorizing/Approving PARs

Remember! Use the **worklist** to authorize or approve PAR actions.	

STEP	ACTION
1	**Worklist** Click the **Worklist** shortcut at the top of the page. **Result:** Your worklist with items ready for you to process appears. **Worklist for CDC1ST1: KYLE SPRINGS** From Date From Work Item Link Mark Worked ADAM BARCROFT 06/03/2002 1st Authorizers Worklist CDC,AMBER, 00001978, 0, 2002-06-03, 11, REQ, DTA, HC For each work item, there is the name of the person who sent it ([From]) and the date it was sent ([Date From]), the workflow role ([Work Item]) and a **Link** to the action.
2	Click the **Link** to go to the action you want to authorize or approve.
3	**Result:** The PAR action appears. Review the action.
4	**Tracking Data** To review comments, click this link. **OK** Click **OK** to return to the Data Control page.
5	You can modify the action based on your role. <table><tr><th>Role</th><th>Action Fields</th></tr><tr><td>1st Authorizer</td><td>Effective Date, PAR Status, Comments, and CAN Code</td></tr><tr><td>2nd Authorizer</td><td>Effective Date, PAR Status, Comments, and CAN Code</td></tr><tr><td>Approver</td><td>Effective Date, PAR Status, Comments, and CAN Code</td></tr><tr><td>HR Reviewer</td><td>All fields</td></tr><tr><td>HR Processor</td><td>All fields</td></tr></table>
6	Select the appropriate **PAR Status** based on your role and the action you want to take.
7	**Tracking Data** To add a comment, click this link and enter the comment. Click **OK** to return to the Data Control page.
8	If your role is 1st Authorizer or 2nd Authorizer, the Route to Next Empl ID page appears. **Route To** Click the **Route To** button to receive a list of individuals. Select the individual by clicking the checkbox 'on'. Click **OK**. **Result:** The action is routed to the worklist of the specified employee.
9	Click **Save** If your role is Approver, the PAR action is sent to the HR Reviewer or HR Processor "pooled" worklist.
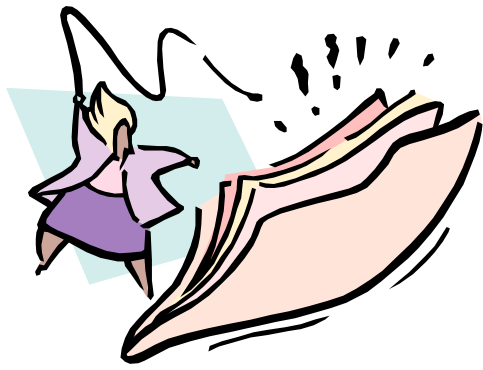
PAR Status

The PAR Status field is located on the Data Control page of a PAR action. The value of the PAR Status field indicates the status of the PAR action.		

Valid values for the PAR Status field are		
Value	**Action**	**What Happens?**
Requestor (REQ)	Approves	Goes to the selected 1st Authorizer worklist.
1st Authorizer (1st)	Approves	Goes to the selected 2nd Authorizer worklist.
2nd Authorizer (2nd)	Approves	Goes to the selected Approver worklist.
Approver (SIG)	Approves	Goes to the HR Reviewer "pooled" worklist.
Reviewer (REV)	Approves	Goes to the HR Processor "pooled" worklist.
Processor (PRO)	Approves	Action is final and becomes part of the employee's record.
Return (RET)	Return	Action returns to requestor who can modify and reroute the action.
Disapprove (DIS)	Disapprove	Action returns to the requestor. The action can't be processed any further.

The available values in the PAR Status field are based on the workflow role.	
Role	**Available PAR Status Codes**
Requestor	Requestor, 1st Authorizer, 2nd Authorizer
1st Authorizer	1st Authorizer, Return
2nd Authorizer	2nd Authorizer, Return
Approver	SIG, Return, Disapprove
HR Reviewer	Review, Return
HR Processor	Process, Return, Disapprove